



**For City Use Only**

Requester's name: \_\_\_\_\_

Date of submission of the request: \_\_\_\_\_

Deadlines for Action:

If the records are open, reply to the citizen by: \_\_\_\_\_

If there is a question as to whether the records are open, query the Attorney

General by: \_\_\_\_\_

Date the request was sent to the depts.: \_\_\_\_\_

**NOTE: SEND THE ORIGINAL TO THE CITY ATTY. FILE THE COPY.**

Deadline for depts. to reply to the City Attorney: \_\_\_\_\_

Date \_\_\_\_\_ called the citizen to ask questions or explain  
extenuating circumstances.

Date the records were sent to the citizen:

\_\_\_\_\_

OR

Date the records were picked up by the citizen or his/her agent.

\_\_\_\_\_  
**NOTE: IF SOMEONE PICKED UP THE RECORDS, ASK THE CITIZENS OR  
THE CITIZEN'S AGENT TO SIGN AN AFFIDAVIT SO STATING.**

If there was a question as to whether the records were open:

Date the letter was send to the Attorney General: \_\_\_\_\_

**DEADLINE FOR THE ATTY. GENERAL'S RESPONSE:** \_\_\_\_\_

Date of receipt of the Atty. General's reply: \_\_\_\_\_

Date the citizen was notified of the Atty. General's opinion: \_\_\_\_\_

**DATE OF FINAL ACTION ON THE REQUEST:** \_\_\_\_\_

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